

**10/10/07 LIBRARY BUILDING COMMITTEE
REGULAR MEETING MINUTES
TAKEN BY: LISA RABIDEAU, LBC CLERK
MINUTES APPROVED ON OCTOBER 24, 2007**

DATE: Wednesday, October 10, 2007

TIME: 6:30 pm

**PLACE: OAKLAND MAPLEVILLE FIRE DEPARTMENT, 46
Oakland School Street, Oakland, RI**

**MEMBERS PRESENT: David Ketcham, Victor Antoniello, Michael
Magnan, G. Wayne Miller**

**MEMBERS ABSENT: Christopher Blakely, Robert Martel, James
Moran**

**OTHERS PRESENT: Daniel Joubert, Clerk of the Works; Pamela Choi
Redfern & Jim Libby, NCA; Sandra Mundy, JMS Librarian; Tom
Kravitz; Town Planner**

**CALL TO ORDER: Meeting was called to order by Victor Antoniello
at 6:31 p.m.**

1. PREVIOUS MINUTES

**That the question of accepting the minutes of September 12, 2007
(regular meeting) and the question of dispensing with the reading of
said minutes now be taken up.**

VOTED: To accept the minutes of the September 12, 2007 (regular

meeting) and dispense with the reading of said minutes. MOTION BY: Michael Magnan SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller VOTING AGAINST: none

2. UNFINISHED BUSINESS

NONE

3. NEW BUSINESS

LBC-218 Presentations by two furniture vendors.

At 6:32 pm, Dave Dykeman and Debra Vota, of Creative Office Environments, began their presentation. Debra noted that they have been in business for 16 years; have a 4 to 8 weeks lead time; and have references on all of their furniture lines. She states that the furniture would take two work days to deliver and set up. Presentation ended at 7:13 pm. Note that the COE bid was in the amount of \$108,645.47.

At 7:19 pm, Liz Cochrane and Cristina Leite, of Creative Office Pavilion, began their presentation. Liz noted that their office is one of six in New England and they have been in business for 60+ years. She states their lead time is 8 – 10 weeks, and it would likely take 5 business days to deliver and set up. Presentation ended at 7:51 pm. Note that the COP bid was in the amount of \$113,384.

LBC-219 Discuss and take action on library furniture proposals

VOTED: To TABLE item pending input from town solicitor. MOTION BY: Michael Magnan SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael

Magnan, Wayne Miller VOTING AGAINST: none

LBC-220 Discuss and take action on signage proposals.

Vic Antoniello notes that one bid was received; however, the information is not available at this time.

VOTED: To TABLE until next meeting. MOTION BY: David Ketcham

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller

VOTING AGAINST: none

LBC-221 Discuss inquiry by the Capital Campaign Committee regarding recognition of contributors that gave in-kind donations or services.

Vic Antoniello notes that this item stemmed from an email from Aaron Coutu (Capital Campaign Committee) regarding a \$20,000 rebate given by the Pascoag Utility District. It was determined that Aaron should be asked to attend the next LBC meeting for more information on this item.

VOTED: To TABLE until next meeting. MOTION BY: Wayne Miller

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller

VOTING AGAINST: none

LBC-222 Discuss and take action on mechanical equipment covering. Pam Redfern explained the reasoning behind this item and outlined the three options that NCA has come up with.

VOTED: To TABLE until next meeting. MOTION BY: David Ketcham
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller
VOTING AGAINST: none

LBC-223 Discuss and take action on window treatment.

VOTED: To TABLE until next meeting. MOTION BY: David Ketcham
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller
VOTING AGAINST: none

4. INVOICES & EXPENSES

LBC-211 Discuss and take action on INVOICE # 1458924 from ATC Lincoln (dated 8/20/07) in the amount of \$4385.45 for professional services. (Tabled from September meeting)

David Ketcham had some questions regarding the original contract with Lincoln Environmental (now ATC Lincoln). Tom Kravitz will check into it...

VOTED: To PAY invoice as written. MOTION BY: David Ketcham
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller
VOTING AGAINST: none

LBC-224 Discuss and take action on approval of General Contractor's Requisition #15 (dated 9/30/2007) in the amount of \$547,474.55 for contractor services.

Pam Redfern noted that a few minor adjustments had been made to this invoice. Dan Joubert signed off on invoice also.

VOTED: To PAY invoice as written. MOTION BY: David Ketcham
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller
VOTING AGAINST: none

LBC-225 Discuss and take action on INVOICE # 7337 from Newport Collaborative (dated 9/15/07) in the amount of \$9840 for professional services.

VOTED: To PAY invoice as written. MOTION BY: David Ketcham
SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller
VOTING AGAINST: none

LBC-226 Discuss and take action on SHELVING INVOICE (details to be provided at meeting).

This has not been received as of meeting.

VOTED: To TABLE invoice to next meeting. MOTION BY: David Ketcham
SECONDED: Wayne Miller THOSE VOTING FOR THE
MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne
Miller VOTING AGAINST: none

LBC-227 Discuss and take action on INVOICE #29 from Lisa Rabideau (dated 9/16/07) in the amount of \$619.93 for clerk services.

VOTED: To PAY invoice as written. MOTION BY: David Ketcham
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller
VOTING AGAINST: none

LBC-228 Discuss and take action on INVOICE #30 from Lisa Rabideau (dated 9/30/07) in the amount of \$254.26 for clerk services.

Note that there was an error in this invoice and the actual amount is \$249.41.

VOTED: To PAY invoice in the amount of \$249.41. MOTION BY: David Ketcham SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller VOTING AGAINST: none

LBC-229 Discuss and take action on REIMBURSEMENT REQUEST from Lisa Rabideau (dated 10/2/07) in the amount of \$16.25 for postage.

VOTED: To PAY reimbursement request as written. MOTION BY: David Ketcham SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller VOTING AGAINST: none

LBC-230 Discuss and take action on INVOICE #4607 from Daniel Joubert (dated 10/3/07) in the amount of \$169.76 for Clerk of the Works monthly expenses.

VOTED: To PAY invoice as written. MOTION BY: David Ketcham SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller VOTING AGAINST: none

LBC-239 Discuss and take action on INVOICE # 1462246 from ATC Lincoln (dated 9/10/07) in the amount of \$1032.53 for professional services.

Dan Joubert and Tom Kravitz have both approved. Note that changes on invoice were at the recommendation of Dan Joubert.

VOTED: To PAY invoice as written. MOTION BY: David Ketcham

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller

VOTING AGAINST: none

LBC-240 Discuss and take action on INVOICE # 1464573 from ATC Lincoln (dated 9/21/07) in the amount of \$2032.64 for professional services.

VOTED: To PAY invoice as written. MOTION BY: David Ketcham

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller

VOTING AGAINST: none

5. CHANGE ORDERS

LBC-231 Discuss and take action on Change Request #75-Rev1 from E. W. Burman (dated 9/10/07) in the amount of \$1814 relative to Trash Bin Enclosure (revised).

Vic Antoniello notes that he already approved this item in the field.

VOTED: To APPROVE change request as written. MOTION BY: David

Ketcham SECONDED: Michael Magnan THOSE VOTING FOR THE

MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne

Miller VOTING AGAINST: none

LBC-232 Discuss and take action on Change Request #79 from E. W.

Burman (dated 9/25/07) in the amount of \$4529 relative to Transaction Counters at First Floor Circulation Desk.

Note that LBC items 232, 235, and 236 are being discussed together as they are three variations of the same item. Pam Redfern outlined the options.

**VOTED: To REJECT change request as written. MOTION BY: David Ketcham
SECONDED: Wayne Miller
THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller
VOTING AGAINST: none**

LBC-233 Discuss and take action on Change Request #80 from E. W. Burman (dated 9/21/07) in the amount of \$3421 relative to Shelving Platform.

Dan Joubert explained reasoning behind this request and notes that he has already discussed this possible change with shelving contractor.

**VOTED: To APPROVE change request as written. MOTION BY: David Ketcham
SECONDED: Wayne Miller
THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller
VOTING AGAINST: none**

LBC-234 Discuss and take action on Change Request #81 from E. W. Burman (dated 10/2/07) in the amount of \$2065 relative to Additional Exterior Outlets.

Note that this change request was written with two additional options outlined and priced individually...

VOTED: To APPROVE change request as written in OPTION #2, in the amount of \$2667. MOTION BY: Wayne Miller SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antonielli, David Ketcham, Michael Magnan, Wayne Miller VOTING AGAINST: none

LBC-235 Discuss and take action on Change Request #82 from E. W. Burman (dated 9/25/07) in the amount of \$5800 relative to Transaction Counter at First Floor Circulation Desk (Glass Top).

VOTED: To REJECT change request as written. MOTION BY: David Ketcham SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antonielli, David Ketcham, Michael Magnan, Wayne Miller VOTING AGAINST: none

LBC-236 Discuss and take action on Change Request #83 from E. W. Burman (dated 9/28/07) in the amount of \$3878 relative to Transaction Counter at First Floor Circulation Desk (Formica Top).

VOTED: To APPROVE change request as written. MOTION BY: David Ketcham SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antonielli, David Ketcham, Michael Magnan, Wayne Miller VOTING AGAINST: none

LBC-237 Discuss and take action on Change Request #84 from E. W. Burman (dated 10/2/07) in the amount of -\$253 (a credit) relative to Change Plantings to Sod in Riverwalk Landscape Beds.

VOTED: To APPROVE change request as written. MOTION BY: Wayne Miller SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antonielli, David Ketcham, Michael Magnan,

Wayne Miller VOTING AGAINST: none

LBC-238 Discuss and take action on Change Request #87 from E. W. Burman (dated 10/1/07) in the amount of \$1036 relative to Furnish and Install Clothes Washer and Dryer.

Sandra Mundy notes that these will be installed in the children's storage area.

VOTED: To APPROVE change request as written. MOTION BY: David Ketcham SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller VOTING AGAINST: none

6. REPORTS

A. ARCHITECT

Pam Redfern notes that there have been some complaints with the shade of green that has been painted upstairs.

B. CLERK OF THE WORKS

Clerk of the Works Weekly Site Report 8/30/07 & 9/6/07

Clerk of the Works Weekly Site Report 9/14/07 & 9/24/07

VOTED: To RECEIVE AND FILE all. MOTION BY: Michael Magnan

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller

VOTING AGAINST: none

C. GENERAL CONTRACTOR

Minutes from 9/11/07

Minutes from 9/28/07

Minutes from 10/3/07

VOTED: To RECEIVE AND FILE all. MOTION BY: David Ketcham

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller

VOTING AGAINST: none

D. ENVIRONMENTAL CONTRACTOR NOT HERE

E. PLANNING DEPARTMENT NONE

F. LIBRARY ADMINISTRATION

Sandra Mundy notes that \$10,000 has been received from TransCanada.

G. LIBRARY FUNDRAISING COMMITTEE NOT HERE

H. BUDGET UPDATE

David Ketcham distributed updated budget report. A copy will be placed in meeting packet.

7. CORRESPONDENCE/COMMUNICATIONS

A. REQUEST(S) FOR INFORMATION TO BE RECEIVED NONE

B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS

1) Letters (dated 5/15/07), from DiFazio Construction to E. W. Burman, regarding gravel brought to library site.

2) Letter (dated 9/24/07), from Material Concrete to E. W. Burman, regarding loam brought to library site.

3) Letter (dated 9/25/07), from Riverview Quarry to E. W. Burman, regarding crushed stone brought to library site.

4) Letter (dated 9/21/07), from Burrillville Planning Board to NCA, regarding parapet wall.

5) Letter (dated 10/5/07,) from NCA to Burrillville Planning Board, regarding Concealing RTUs.

VOTED: To RECEIVE AND FILE all. MOTION BY: David Ketcham

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, Michael Magnan, Wayne Miller

VOTING AGAINST: none

8. GENERAL DISCUSSION OF PROJECT

NONE

9. THIS MEETING WAS ADJOURNED AT 9:37 PM

VOTED: To ADJOURN. MOTION BY: David Ketcham SECONDED:

Michael Magnan THOSE VOTING FOR THE MOTION: Victor

Antoniello, David Ketcham, Michael Magnan, Wayne Miller VOTING

AGAINST: none

MINUTES

CERTIFIED

BY:

Lisa Rabideau, Clerk to LBC Date

MINUTES

APPROVED:

Victor Antoniello, LBC Chairman Date

NOTES FROM COMMITTEE CLERK:

- 1. THERE WILL BE A SPECIAL MEETING (FOR ALL ITEMS TABLED AT THIS MEETING) HELD ON WEDNESDAY, OCTOBER 24, 2007 AT 6:30 P.M. AT THE OAKLAND MAPLEVILLE FIRE DEPARTMENT.**
- 2. THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, NOVEMBER 14, 2007 AT 6:30 P.M. AT THE OAKLAND MAPLEVILLE FIRE DEPARTMENT**